**Subfreshman English Policies**

**Ms. Rodems**

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<http://subfreshmanhomework2017-2018.wikispaces.com/English+%28Ms.+Rodems%29>

Welcome to your first day at Uni High!

I teach three sections of Subfreshman English (3rd, 4th, 6th periods), and one section of Gender Studies (7th period). I will often be in the library during 5th period or in my office and covering study halls during UP, so please come see me with any questions.

**Behavior**

We will have several large class as well as small group discussions about our assigned reading and writing, so respecting each other will be a key element of our classroom environment. Please be considerate and polite to your classmates and to me by paying attention to the speaker. I also expect you to arrive on time to class with your completed assigned work and be ready to discuss, write, read, and/or work during class time.

**Attendance**

I expect you to be in class **on time**. This means that you should be at your desk and prepared to begin class with your materials when the bell rings. Tardiness shows a lack of respect for your classmates, yourself, and me.

For excused absences, any work **due on the day missed** will be due upon your return. Any work **assigned during your absence** will be due the number of days after your return equal to the days missed (Ex: 2 days absent = two days after return, work is due). For **unexcused absences**, work due during the unexcused absence receives a zero (0).

**Academic Honesty**

Academic honesty is essential to being a good writer and very important to me. Giving or receiving undue help on homework, quizzes, or essays is unacceptable. Plagiarism is unacceptable. Cite any sources used, however little. Any proven cheating on any assignment, this includes plagiarism, will earn that assignment a zero. Deliberate examples will be referred to the administration for appropriate action.  I will put a note in the permanent school file of any student found cheating on any level.

We will talk at length about plagiarism in my class, and several of your other Subfreshman teachers will discuss research and citing materials in the early part of the school year.

**Homework**

I will try to keep homework to the thirty-minute average Uni endorses. If I am failing, please let me know.

Late work will be docked five points per day late beginning the period the work is due. If you feel you have a valid reason for being late with an assignment, please discuss your issue with me before the assignment is due or late.

Pop quizzes are possible following any reading assignment.

Much of class time will involve discussion or other activities. Please be prepared to actively participate. Sharing ideas, insights, and questions together benefits us all and enlivens the class. Having proper materials at the ready assures your ability to engage in the lesson.

**In-class work**: Since much of learning happens in the moment, I have set aside much of our in class time to write and revise the major assignments. These in class work days will be vital to your success at Uni because they will give you an opportunity to ask me questions and work through problem areas. Please take advantage of this time by coming to class prepared to work. It will NOT be a time for you to have conversations with your classmates or play games on your computers. Most of the writing you will complete for this class will be typed, so please be sure that you always have your laptop in class AND it is charged.

**Writing:**  On most days, you will complete informal in-class writings for your Writing Journal. I will collect these journals at different times throughout the semester, which will be announced well in advance. This journal should be used to take notes while you read, during class discussions, and for informal writing assignments. Each entry should be dated.

Out-of-class formal writing assignments should be typed using 1 inch margins, and Times New Roman, 12 point font. These requirements should be your default settings.  Multiple printed pages should be stapled in the upper left-hand corner. We will review the standard MLA format early in the year, and **I will expect you to use that format at all times in this class**. Keep copies of **all** your writing, including drafts of essays, saved in your Google docs folder labeled “Essays.”

In Subfreshman English, we will emphasize the fundamentals of composition. Always plan on prewriting, writing a draft, and then revising the draft. I will be more than happy to comment on your drafts if you bring them in to me a few days ahead.

**Grading:** Each assignment is assigned a grade. More important assignments, such as essays, will obviously be worth more points. Lesser assignments – quizzes, and in class work, etc. – will be worth fewer points. Your grade will be calculated by simple division: points earned divided by points possible.

**Grade Scale**: The following percentages will be used for grades:

A = 100 – 90

B = 89-80

C =   79-70

D =   69 – 60

F =    59 – 0

**Writing Center: I highly encourage you to take advantage of Uni’s Writing Center which is open on Wednesdays during Uni Period. The Writing Center facilitators can give you a new perspective by reviewing the essay prompt and giving feedback on a piece of writing. Seeking help is not a sign of weakness—in fact it is a sign of strength. It takes a much stronger to person to seek advice than it does to pretend that you are perfect.**

**School Policies:** You will be responsible for adhering to all the school policies included in the Student Handbook.

**Required materials: When you come to class, each and every day, please have with you:**

**-the assigned text -any homework**

**-laptop -folder or 3 ring binder**

**-writing utensils -notebook for journaling and to take notes**

### **Subbie English General Outline:**

First Semester

Hans Christian Andersen fairy tales

Paragraph Writing

Short Stories

Banned Book Project

Second Semester

Much Ado About Nothing

I Am Malala

Poetry

Greek Mythology